enrolment form

PERSONAL DETAILS

Family Name (as shown in passport)

Given Names

Date of Birth Age* Male Female

Country of Birth

Citizenship

Language/s Spoken

Passport Number

Passport Expiry Date

Visa Type & Number

Visa Expiry Date

Do you suffer from any medical condition? Yes No

Please specify

**If the applicant is under the age of 18 they must complete the Guardian Advice Notification form, which is available from our website www.carrickeducation.edu.au*

CONTACT DETAILS

Home Phone Number

Mobile Phone Number

Work Phone Number

Email

Facsimile

Address for Correspondence (mailing address)

Post Code

Permanent Home Address (if different from above)

Post Code

EDUCATIONAL QUALIFICATIONS

Highest Qualification

Year Awarded

Institution Attended

Country/State

Are you applying for Recognition of Prior Learning? Yes No
If yes, please attach relevant documents

If you have previous relevant qualification or experience you may be eligible for Recognition of Prior Learning.

ENGLISH PROFICIENCY

Is English your first language? Yes No
(If yes go to **Course Preferences** below)

Do you have IELTS (Score) TOEFL (Score)

Other please attach evidence of qualification

If you do not have an English Language ranking equivalent to IELTS 5.5 and you wish to apply for a vocational course you are required to sit the Institute's Vocational Placement Test.

SELECT A CARRICK INSTITUTE OF EDUCATION CAMPUS

Sydney Melbourne

COURSE PREFERENCES

Please indicate which course you are applying for

English Language

- Intensive General English Language Program
- EAP 1
- EAP 1 & 2
- FCE
- EAP 2
- HSP
- IELTS Preparation

No. Weeks Start Date

Vocational Courses

Accounting

- Diploma
- Advanced Diploma

Business (Human Resources)

- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma

Business (Marketing)

- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma

Event Management

- Diploma

Hairdressing

- Certificate II
- Certificate III
- Certificate IV
- Diploma

Hospitality Management

- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma

Hospitality Management (Commercial Cookery)

- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma

Hospitality Management (Patisserie)

- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma

Tourism Management

- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma

Course Commencement Date

enrolment form

UNIVERSITY PROGRAM

Are you applying for University Pathways? Yes ☐ No ☐

Central Queensland University ☐

Victoria University ☐

University of Ballarat ☐

University of Tasmania ☐

If yes, please select University of preference and attach the appropriate University application form

EMPLOYMENT DETAILS

If you believe you have any relevant employment experience, please attach details.

HOW DID YOU HEAR / LEARN ABOUT CARRICK INSTITUTE OF EDUCATION?

Website (Please specify) ☐

Exhibition / Seminar (Please specify) ☐

Newspaper (Please specify) ☐

Agent (Please specify) X HOMESTAY & EDUCATION AUSTRALIA

Other (Please specify) ☐

AGENT STAMP

HOMESTAY & EDUCATION AUSTRALIA
Suite 103, Level 1, 379-383 Pitt Street
Sydney NSW 2000 Australia
Telephone 02 9268 0933
Facsimile 02 9268 0399

OFFER CODE

AIRPORT PICKUP & ACCOMMODATION SERVICES

☐ I require airport pickup

☐ I require assistance with accommodation

If yes, you are required to complete a Homestay & Airport Pick Up application form, which is available from our website www.carrickeducation.edu.au

APPLICANT CHECKLIST

Before submitting your application to Carrick Institute of Education or its representatives please ensure you have:

☐ Completed all sections of this Enrolment Form And attached:

☐ Certified copies of your academic qualifications (translated into English)

☐ Evidence of your English Language ability (if applicable)

☐ Copy of Passport

☐ Copy of Visa (if available)

☐ Relevant employment details (if applicable)

☐ University application form (if applying for University pathway)

☐ Guardian Advice Notification form (if under 18 years of age)

☐ Homestay & Airport Pick Up application form (if required)

PRE-ENROLMENT CONDITIONS

I have read and understood the pre-enrolment conditions before signing the student declaration. By signing I understand and agree to abide by the pre-enrolment conditions.

1 I have read and understand the Fees and Charges Policy, the Student Deferral and the Student Refund Policy located on Carrick Institute of Education's website.
2 I am aware that an enrolment fee of AUD$200 applies and is non refundable.
3 I have read and understand the information detailing course content and vocational outcomes on Carrick Institute of Education's website and course brochure.
4 I am aware that if my initial visa application is not granted, a full refund of tuition fees will be made, provided that sufficient evidence of visa refusal is given to the Institute by the refusing Australian Authorities within a specified time.
5 I am aware that I must make tuition fee payments as agreed or else a penalty will apply. Not paying on time may restrict or withhold services or materials.
6 I understand that textbooks, local excursions, course materials and equipment are separate additional costs that must be paid for and paid by myself.
7 I understand that Carrick Recruitment and Training Services will provide me job seeking assistance but will not guarantee employment. Carrick Institute of Education will also provide additional welfare and guidance services to all students or refer them to external agencies where appropriate.
8 I understand contact hours are allocated on a term by term basis and at no time will preference be given.
9 I understand that the course durations and locations of course delivery displayed in promotional material are a guide only and program timing and location may change depending on the structure of timetable at time of enrolment.
10 I understand that the Australian law requires student visa holders to inform Carrick Institute if Education of any changes of address within 7 days and other changes thereafter.
11 I understand that student details may be made available to Commonwealth State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code. The provider is required to, under S19 of the ESOS Assurance Fund, tell the department of (i) certain changes to the student's enrolment (ii) any breach by the student of the student visa condition relating to attendance or satisfactory academic performance.
12 I acknowledge that Carrick Institute of Education is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001.
13 I am aware and agree that any photos or testimonials of me which are used by the Institute are the property of Carrick Institute of Education and may be used in promotional material.
14 I have read and understand the application procedure for recognition of prior learning which is outlined in the Carrick Institute of Education RPL Policy on the Carrick Institute of Education website.
15 I understand that a provision for assessment of individual language, literacy and numeracy (LL&N) needs to be made before commencement of all classes and is monitored by teaching staff on an on-going basis. I am aware that additional LL&N support is provided by Carrick Institute of Education's extensive range of English language programs through the ELICOS department.
16 I am aware all English Language students must successfully complete a Carrick Institute of Education Vocational Placement Test before commencing a vocational course at the Institute. I have read and understand the English Language requirements for entry into vocational courses which is outlined in the pre-enrolment information on the Carrick Institute of Education's website. I agree to enroll in an English Language course at Carrick Institute of Education if my proficiency is deemed not satisfactory.
17 I understand that I must be enrolled in a full time course and must attend 80% of classes to comply with visa regulations.
18 I acknowledge that it is my responsibility to seek independent advice prior to signing this application and the enrolment agreement.

STUDENT DECLARATION

I declare that the information I have supplied in this application and documentation supporting this application is true and correct. I have read, understood and agree to the terms and conditions of enrolment.

APPLICANT'S SIGNATURE

Date

This form must be signed by a Parent or Guardian if the applicant is under the age of 18.

PARENT'S OF GUARDIAN'S SIGNATURE

Date

SEND YOUR APPLICATION TO

Please send the application to the campus where you would like to study.

MELBOURNE CAMPUS (CRICOS: 00184J)
Level 9, 255 Bourke Street, Melbourne VIC 3000 Australia
GPO Box 583 Melbourne VIC 3001 Australia
Tel: + 61 3 9650 6877 Fax: + 61 3 9654 6818
Email melbourneinfo@carrickeducation.edu.au

SYDNEY CAMPUS (CRICOS: 02428M)
Level 2, 100 Market Street, Sydney NSW 2000 Australia
PO Box Q603,QVB Post Office NSW 1230 Australia
Tel: + 61 2 8236 6877 Fax: + 61 2 8236 6818
Email: sydneyinfo@carrickeducation.edu.au